



Legal Counsel

Details

Job ID : 311

Title : Legal Counsel

Job Code : 1601

Salary : \$3,975.00 (Monthly)

Grade : 16

Tenured : YES

Job Departments

- Office Of General Counsel
- Supreme Court

Purpose

RESPONSIBLE FOR PROVIDING LEGAL ADVICE TO COURT OF JUSTICE.

Required Qualifications

Education : Graduate of Accredited Law School

Education Substitute : None

Experience : 1 Year of Related Experience

Job Required Knowledge

- MUST BE A LICENSED ATTORNEY IN GOOD STANDING WITH KBA
- 1 YEAR OF RELATED EXPERIENCE MUST BE IN THE PRACTICE OF LAW

Job Skills/Abilities

- COMPUTER SKILL
- EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS
- ABILITY TO MAINTAIN PROFESSIONAL RELATIONSHIPS WITH CO-WORKERS, COURT OF JUSTICE OFFICIALS AND STAFF, AND THE PUBLIC

Job Preferred Knowledge

- COURT OF JUSTICE OPERATIONS AND PROCEDURES, PARTICULARLY AT THE DISTRICT AND CIRCUIT COURT LEVELS

Job Duties

- PROVIDE ADVICE AND ASSISTANCE TO JUDGES, CIRCUIT COURT CLERKS, AND THE AOC DIRECTOR AND CENTRAL STAFF ON A WIDE VARIETY OF ISSUES INCLUDING PERSONNEL MATTERS, CONTRACTS, FORMS, CONSTRUCTION LAW, AND THE EFFECTS OF PROPOSED LEGISLATION
- OTHER DUTIES AS ASSIGNED